



# CONSTITUTION

Revised September 2015

1. The club shall be called the AAOCC.
2. Membership of the club shall be open to owners of all marques of touring caravans and motor homes.
3. Objectives of the club shall be as follows:
  - (a) To bring together as friends all those entitled to membership of the club.
  - (b) To arrange rallies and social events which members may attend.
  - (c) To obtain preferential discounts for members on goods and services relating to caravanning.
4. Applications for membership must be submitted to the Membership Secretary and be accompanied by payment of the current subscription. The application must list all who will be attending rallies in the outfit and include children's dates of birth. A maximum of two adults will be listed on the membership card who will have voting rights. Membership applications received on or after 30<sup>th</sup> September shall be deemed to include the remainder of the current calendar year and the following one; membership documents will be dated accordingly.
5. Subscriptions to the club shall be due annually on the 1<sup>st</sup> January. Members must display the current year sticker in a caravan window and show their current membership card to the Rally Marshal and/or any Committee Member if requested to do so. They may not attend club events until the subscription is paid
6. The AAOCC is not responsible for, or liable for the actions of its members and any injury or accident caused by them. All members must have their caravan, its contents and their towing vehicle suitably insured against claims from third parties.
7. **MANAGEMENT OF THE CLUB:**

The members named on the membership card shall be eligible for election to the committee. Members accepting nomination will be asked to declare their membership of other rallying organisations such as the Caravan Club etc. Members elected to the committee will be expected to give support to club events and to members running them to the best of their ability.

  - (a) The Club shall have a **PRESIDENT** who will hold office for four years. He/she will be appointed by the committee and will be a person who has held membership for a number of years and has given exceptional service to the club. The President may attend committee meetings but may not hold office or vote.
  - (b) The club shall be managed by a committee of nine members elected at the Annual General Meeting (AGM).
  - (c) The committee must hold their first meeting within twenty four hours of the close of the Annual General Meeting at which they shall elect office holders for vacant offices as follows:

CHAIRMAN	NEWSLETTER EDITOR
GENERAL SECRETARY	PUBLICITY OFFICER
TREASURER	EQUIPMENT OFFICER
MEMBERSHIP SECRETARY	JUNIOR LIAISON OFFICER
RALLY SECRETARY	

If insufficient nominations have been received to fill each office, committee members may hold up to two offices. The offices of Chairman, Secretary and Treasurer may not be combined with each other.

- (d) An office holder shall hold office for two years and may submit him/herself for re-election. A minimum of three members shall give notice of resignation forty days before the Annual General Meeting.
- (e) A minimum of two and not more than four elected committee members must be appointed by the committee to be Trustees of the club. The Secretary shall keep a register of their names and addresses.
- (f) The committee may co-opt members up to a maximum of four who serve for one year.
- (g) The committee may form such sub-committees, as it may consider necessary.
- (h) A quorum shall be five elected members.
- (i) The Chairman will have an extra casting vote that may be used if an equal number of votes are cast for and against a resolution at any meeting.
- (j) An account of all income and expenditure shall be kept for independent examination and presentation to the AGM. Cheques may be signed by two of four named elected committee members one of whom must be the Chairman or the Treasurer.
- (k) If a committee member does not attend two or more successive meetings of the committee and/or sub-committee without apology, he/she will be asked by the General Secretary for an explanation that will be reported to the next committee meeting. If the explanation is judged unsatisfactory, the member will be asked to resign from the committee immediately.
- (l) The committee will draw up 'Duties of Office Holders' for those holding office on committee.
- (m) The committee will draw up 'Notes for Rally Marshals' to assist those running rallies.
- (n) The committee will draw up a Code of Conduct for Rallies. It must incorporate the guidance given in 'Guide to Touring Caravan Exemption Certificates' published by the relevant government department. The Code of Conduct shall be published in the Rally Handbook and all members must abide by its provisions.

#### 8. TRUSTEES:

- (a) Trustees shall be appointed by the committee as stated in Clause 7(e). They shall hold office until completion of their term as a committee member, resignation, removal from office by a resolution of the committee or until death. The General Secretary shall keep a register of the names of the trustees.
- (b) There shall be vested in the Trustees all property of the AAOCC.
- (c) The Trustees may deal with the property vested in them by way of sale, mortgage, lease or otherwise as directed by the members. Such direction shall be given by resolution of the majority of the members present at a duly convened meeting of the AAOCC.
- (d) The Trustees may acquire an interest in land by purchase, lease or licence for the purpose of holding rallies or meetings as permitted by legislation or by Local Planning Authorities or for any other club activities. They will ensure that the relevant Local Authority will be consulted regarding any unlicensed site that the club proposes to occupy for more than five days and will agree not to use any site to which the Local Authority objects. The site will not be occupied for more than twenty-eight days.
- (e) Indemnity. The Trustees and committee members shall not be liable (other than as members) for any loss suffered by the AAOCC or its members as a result of the act or omission of the discharge or failure to discharge their respective obligations, duties and powers on its behalf save and except if such loss arises from fraud or wilful default, and they shall be entitled to an indemnity out of the assets of the club for all expenses and other liabilities incurred by them in the discharge of their respective duties.

## 9. RALLIES:

- (a) The AAOCC holds a 'Touring Caravan Exemption Certificate' issued to it by the relevant government department under the terms of the Caravan Sites and Control of Development Act 1960, First Schedule, Paragraph 4 and Paragraph 6. The Certificate is renewable every five years and can be withdrawn by the relevant government department. The Certificate enables the club to hold rallies on land that is not licensed for use as a caravan site, for example a farm field. Those held under the provisions of Paragraph 4 may be up to a maximum of twenty-eight days in length. All members may attend and others may be invited by prior agreement of the committee. Those held under the provisions of Paragraph 6 may be up to five days in length and all members of the AAOCC may attend. The club may also hold rallies on land that is licensed, i.e. commercial caravan sites. The club must follow the guidance issued by the relevant government department in their 'Guide to Touring Caravan Exemption Certificates'.
- (b) The authority for the conduct of a rally, shall for the duration of the event, be vested in the Rally Marshal or his/her appointed deputy. The Rally Marshal shall be guided by the Constitution of the club, the Code of Conduct for Rallies and the Notes for Rally Marshals issued by the committee in the organisation of the rally. Members attending are also required to abide by the Constitution and the Code of Conduct. If anybody attending does not comply, the Rally Marshal is authorised to ask them to leave the rally with their outfit if negotiation fails to bring agreement to abide by the Constitution and Code of Conduct. If such an event occurs, it must be reported immediately to the committee who will decide on any further action such as a request for an apology or termination of membership

## 10. ANNUAL GENERAL MEETING:

- (a) The Annual General Meeting shall be held at such time and place as the committee shall decide and shall be no more than fifteen calendar months after the holding of the previous AGM. The General Secretary shall notify the date, time and location of the meeting to all members a minimum of forty days beforehand.
- (b) The name of the person appointed by the committee as PRESIDENT will be announced at the AGM.
- (c) Nominations for election to the committee, signed by the proposer and the nominee must be received by the General Secretary twenty-eight days or more before the meeting. Members accepting nomination must supply the following information to the General Secretary, name, address, year of joining the AAOCC, previous service and offices held on the AAOCC committee, rallies attended during the last twelve months, names of other rallying organisations of which they are a member and any service and offices held on their committees.
- (d) Notices of motion, signed by the proposer, and seconder must be received by the General Secretary twenty-eight days or more before the meeting.
- (e) The General Secretary shall supply members attending the AGM with copies of the Minutes of the previous AGM, the Accounts and names and details of nominees for election to committee.
- (f) The amount of the membership subscription shall be decided by resolution at the meeting.
- (g) An independent reviewer shall be appointed at the AGM who may or may not be a member of the club. The Treasurer or any other committee member may not carry out the independent examination.

- (h) The Chairman in office at the beginning of the AGM shall continue in office until the election of the next Chairman at the committee meeting following the AGM.

#### 11. SPECIAL GENERAL MEETINGS

A Special General Meeting of the club shall be called by the General Secretary on receipt of instructions from the committee or on receipt of a petition signed by not less than fifteen members that states the purpose for which the meeting is called. Such a meeting shall be called not more than two calendar months from the date of receipt of the petition.

#### 12. VOTING PROCEDURES AT ALL CLUB MEETINGS:

- (a) Only the persons named on the current year's membership card are entitled to vote.
- (b) The President will take the chair at the Annual General Meeting and at the first committee meeting following the Annual General Meeting during the election of committee members and of office holders.
- (c) Elections to the committee and elections for office on the committee and any sub-committee shall always be by secret ballot.
- (d) Other votes at the AGM and Special General Meetings may be taken by a show of hands to be counted by two tellers elected by the members present at the meeting unless a member proposes that other votes be by secret ballot and a majority of those present vote in favour of the proposal.
- (e) Other votes at committee and sub-committee meetings shall be taken by a show of hands to be counted by the Chairman unless a member proposes that either tellers be appointed or secret ballot(s) be held and the majority present vote in favour of whichever is proposed.
- (f) If the number of nominations received for election to the committee is the same as, or below the number of vacancies to be filled, the persons nominated shall be deemed to have been elected. If only one nomination is received for an office on the committee or a sub-committee, the person nominated shall be deemed to have been elected.
- (g) The General Secretary shall provide voting slips for use in all secret ballots.

#### 13. TERMINATION OF MEMBERSHIP:

The committee reserves the right to withdraw the membership of any member who persistently refuses, despite warning from the Committee, to abide by the Constitution and Code of Conduct for Rallies of the AAOCC or who persistently behaves in such a way that he/she jeopardises the spirit of friendship and co-operation that is the cornerstone of the club. Such decision will be notified in writing to the member with immediate effect.

#### 14. DISSOLUTION OF THE CLUB:

The club can only be dissolved by resolution at the Annual General Meeting or at a Special General Meeting. If the meeting decides by a majority of those present that the club shall be dissolved, the property of the club shall be dealt with in such manner, as the trustees shall decide.

#### 15. INTERPRETATION:

The decision of the committee on the interpretation of the Constitution and Rules of the club is final and binding on all members.